# User Guide

## BT CONVERSE 1200

# Welcome...

to your BT Converse 1200
Corded Telephone

- Ten one-touch buttons for easy dialling of stored numbers. Five buttons are pre-set to useful BT Calling Features which you can change.
- Headset facility lets you make and receive calls privately while keeping your hands free.
- Handsfree lets you make and receive calls using the built in loudspeaker.
- Secrecy lets you talk to someone else close by without your caller hearing.
- Adjust the volume of your caller's voice.
- Last number redial.
- Providing you are connected to a compatible switchboard, or are a 1571 user, the voice mail indicator lets you know if you have messages on your network's answering service.
- Data port lets you connect a modem or similar products.

**Hearing aid friendly**

The BT Converse 1200 is fitted with an inductive coupler so it is compatible with hearing aids.

# Getting started

**Location**

You need to place your BT Converse 1200 within 3 metres of a telephone socket so that the cable will reach.

Your BT Converse 1200 can be wall mounted, see '*Wall mounting your phone*' on page 13.

- **WARNING**
  Do not place your BT Converse 1200 in the bathroom or other humid areas.

## Setting up

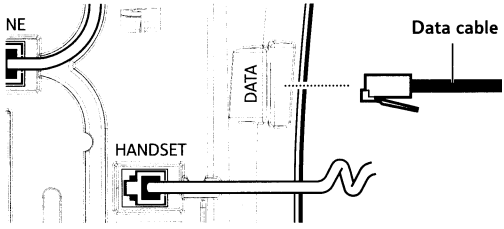
1. Insert 3 x AA batteries. Turn the phone over and remove the battery compartment cover. Insert the batteries and replace the cover.

   The batteries are required as a back-up power source in case the phone is disconnected from the phone line and are also needed for the message waiting feature to work. If this happens and you have not installed back-up batteries, any numbers you have stored in the memory will be saved for *only 3 minutes*. The pre-stored one-touch numbers will not be affected.

- **Battery low indicator**
  When the batteries are low, the light will flash with the sequence 'flash, flash, off' repeatedly.

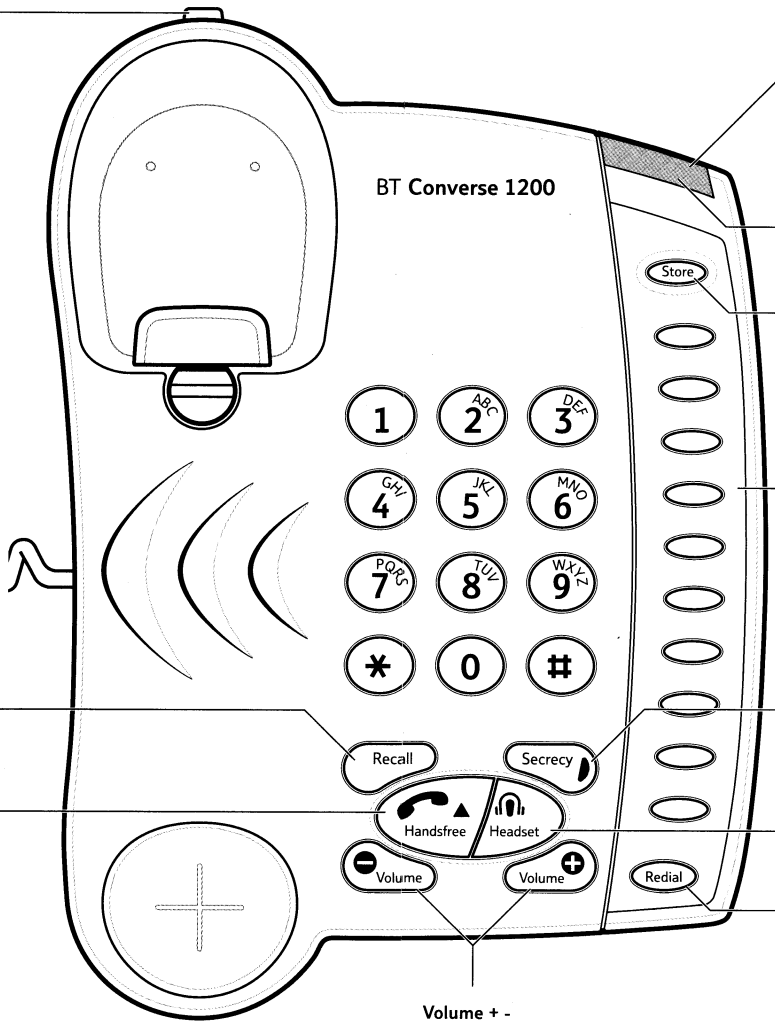
2. Check the dial mode setting. The **Mode** switch on the underside of your BT Converse 1200 should be set to TB for tone dialling. If your phone does not work, try setting the dialling mode to P or T.

3. Your BT Converse 1200 has a data port so you can connect another product such as a modem. If required, connect the device to the DATA port, on the side of the phone.




**Your BT Converse 1200 is now ready for use.**

# Getting to know your phone




**Handset park**
If the phone is wall-mounted, you can hang the handset here if you need to leave the phone during a call.

**Call/Battery low indicator**
Flashes when you have an incoming call.

When the batteries are low, the light will flash with the sequence 'flash, flash, off' repeatedly.

**Message waiting indicator**
Flashes when you have voice-mail, *page 7*.

**Store** (under memory label)
Use to store one-touch memory numbers, *page 8*.

**One-touch memory buttons**
Press a one-touch button to dial the stored number, *page 8*.

Buttons 6–10 are pre-set to dial BT Calling Features, *page 9*.

**Recall**
For use with a switchboard and some BT Calling Features, *page 9*.

**Secrecy button & indicator**
During a call, press to stop your caller hearing you so you can talk privately to someone else close by, *page 7*.

**Handsfree button & indicator**
Make and receive calls handsfree via the built-in loudspeaker, *page 6*.

**Headset button & indicator**
Lets you make and receive calls with a headset, page 6.

**Redial**
Redials the last number called, *page 7*.

Also used to enter a pause in a stored number, *page 8*.

**Volume + -**
Adjust the volume of your caller's voice, *page 7*.

# Using the phone

### Making and ending calls

1. Lift the handset and dial the number you want.
2. Replace the handset to end the call.

## Using a headset

Headsets are not supplied with your BT Converse 1200. However, you can purchase headsets (with RJ11 jack) by calling 0870 240 5522 or by visiting www.withandwithoutwires.com

### Make a headset call

1. Plug the headset (not supplied) into the socket marked HEADSET on the underside of the base.
2. Press and dial the number. When the headset is in use the headset indicator (on the button) will be lit.

   Press to end the call.

### Receive a headset call

1. When the phone rings and the headset is plugged in, press to answer.

## Handsfree

Make and receive calls without lifting the handset.

### Make a handsfree call

1. Press . You will hear the dial tone.
2. Dial the number you want. When your call is answered, speak as normal.

   Press to end the call.

- **Transferring the call to the handset or a headset**
  During a conversation, if you want to keep it private, you can transfer the call from handsfree to the handset by lifting the handset, or to the headset by pressing .

### Receive a call handsfree

1. When the phone rings, press and speak.

### Change the volume of the caller's voice

During a call, whether using the handset, a headset or using handsfree, you can adjust the volume of your caller's voice.

1. *During a call*, press Volume or Volume to adjust the volume.

### Redialling the last number

The redial number can up to 32 digits long.

1. Lift the handset, or press Handsfree or Headset, then press Redial.

### Secrecy

During a call, you can talk to someone nearby without your caller hearing you.

1. Press Secrecy. The red secrecy light comes on and your caller cannot hear you. Press Secrecy again to return to your caller.

### Message waiting

If you subscribe to your network's answering service, for example BT 1571, and you have new voicemail messages, the message waiting indicator will flash.

- **IMPORTANT**
  You will need to fit batteries (see page 3) to use the message waiting feature.

  If your BT Converse 1200 is connected to a switchboard, message waiting will only work with compatible models.

1. Lift handset (or press Handsfree or Headset) and dial **1571** or press the **1571 one-touch button** to connect to your answering service.

### Message waiting switch

Your Converse 1100 is preset to work with BT1571 on normal exchange lines. If your telephone is connected to a switchboard you may need to change the switch setting on the base of the phone. Try it on setting 1571, but, if it doesn't work, try the other settings.
Typically, position MW1 is for an ISDX type switch, but if the light stays on permanently use MW2.
Typically, position MW3 is for an SX 2000 type switch.

### Adjusting the ringer volume

1. Set the Ringer Volume switch on the underside of the phone to 0 (Off), 1 or 2.

### Adjusting the ringer tone

1. Set the Ringer switch on the underside of the phone to 1 (Low), 2 (Medium) or 3 (High).

### Recall

The Recall button is used to access a range of switchboard services, for example, to transfer calls and with some BT Calling Features.

## One-touch memory buttons

You can store your 10 most frequently used numbers in the memory and dial them by pressing a single button.

Each number can be up to 28 digits long. The number can include a Pause (see below), * or #.

The bottom 5 one-touch memory buttons have been pre-set to dial BT Calling Features (see following page). If required, you can over-write these simply by storing your preferred phone numbers on these buttons. To re-instate the pre-set numbers, *see page 10.*

### Store a one-touch memory number

Please note that the Store button is located underneath the memory label.

1. Press Store then the one-touch button you want to use.
2. Enter the telephone number you want to store and press Store again. The number is now stored.

### Dial a one-touch memory number

1. Lift the handset or press Handsfree or Headset then press the one-touch button you want. The stored number is dialled.

### Change a one-touch memory number

1. To change a one-touch number, simply overwrite the current number by storing a new one.

### Storing a pause in a number

A pause is normally inserted in a stored telephone number after a switchboard access code (e.g. 9) to allow the switchboard time to get an outside line before the number is dialled.

For example, **9 – Pause – 08702405522**.

1. To enter a pause, press Redial in the appropriate place when storing the number.

# Using BT Calling Features

Your BT Converse 1200 gives you easy access to a range of BT Calling Features. The bottom 5 one-touch memory buttons have been preset with the following services.

| One-touch button | Service | Number |
|---|---|---|
| 6 | Directory Enq's (residential) | 118500 |
| 7 | Directory Enq's (business) | 118707 |
| 8 | BT Answer 1571 | 1571 |
| 9 | Call Divert On | *21* |
| 10 | Call Divert Off | #21# |

- **Please note**
  You can overwrite any pre-set numbers with your own numbers by following the instructions on *page 10*.

- **Compatibility and availability of services**
  A switchboard can provide a similar range of functions to BT Calling Features. If your BT Converse 1200 is connected to a switchboard, you can simply use it as a normal extension.

  If you are not connected to the BT network, some of these services may not be available. Please contact your Network Provider.

## 118500/118707

Calls BT's residential or business directory enquiry service.

## BT Answer 1571

Calls your network's answering service, for example BT Answer 1571, to access any voicemail messages you may have. Details on using the service are provided when you subscribe.

## Call Divert

You can divert all incoming calls to another number of your choice.

- **Please note**
  Call Diversion services may allow other divert options. Check with your network provider for details.

*Switch Call Diversion on*

1. Lift the handset, press the **Call Diversion On** one-touch memory button (button 9).

2. Enter the number you want calls diverted to then press # and listen for confirmation of your instructions.
3. Replace the handset.

*Switch Call Diversion off*

1. Lift the handset, press the **Call Diversion Off** one-touch memory button (button 10).
2. Replace the handset.

For further information, see the BT Calling Features User Guide supplied when you subscribe to the services of your choice.

**Re-instate the pre-set BT Calling Features numbers**

If you overwrite the pre-set numbers stored on the one-touch buttons, you can re-instate the original numbers at any time.

1. Lift the handset or press Hands-free or Headset.
2. Press Store then the one-touch button you want to re-set.
3. Press Store and replace the handset (or press Hands-free or Headset.

# General information

## Safety

- Clean the phone with a damp (not wet) cloth, or an anti-static wipe. Never use household polish as this will damage the product. Never use a dry cloth as this may cause a static shock.
- Do not open the handset or base. This could expose you to high voltages or other risks.
- Do not submerge any part of your product in water and do not use it in damp conditions, such as bathrooms.
- Do not expose your product to fire, explosive or other hazardous conditions.
- Never dispose of batteries in a fire. There is a serious risk of explosion and/or the release of highly toxic chemicals.
- Do not expose to direct sunlight.
- Do not stand your product on carpets or other surfaces which generate fibres, or place it in locations preventing the free flow of air over its surfaces.

## Guarantee

- **For your records**

Date of purchase: .....

Place of purchase: .....

Serial number: .....

For guarantee purposes proof of purchase is required so please keep your receipt.

Your BT Converse 1200 is guaranteed for a period of 12 months from the date of purchase.

Subject to the terms listed below, the guarantee will provide for the repair of, or at BT's or its agent's discretion the option to replace the BT Converse 1200, or any component thereof, which is identified as faulty or below standard, or as a result of inferior workmanship of materials. Products over 28 days old from the date of purchase may be replaced with a refurbished or repaired product.

**The conditions of this guarantee are:**

- The guarantee shall only apply to defects that occur within the 12 month guarantee period.
- Proof of purchase is required.
- The equipment is returned to BT or its agent as instructed.
- This guarantee does not cover any faults or defects caused by accidents, misuse, fair wear and tear, neglect, tampering with

the equipment, or any attempt at adjustment or repair other than through approved agents.

- This guarantee does not affect your statutory rights.

**Within the 12 month guarantee period:**

- In the unlikely event of a defect occurring, please return the product with the receipt, to the place of purchase.

**Outside of the 12 month guarantee period:**

If your product needs repair after the guarantee period has ended, the repair must meet the approval requirements for connection to the telephone network. We recommend that you contact BT's approved repair agent, TecLogic on 08702 405029 or a local qualified repairer.

**Returning your phone**

Where possible, pack the product in its original packaging. Please remember to include all parts, including the line cords. (Please note that we cannot take responsibility for goods damaged in transit.) Please obtain and keep proof of posting from the carrier.

# Accessories and replacement items

For a full range of accessories and replacement items for BT products, please call 0870 240 5522 or visit **www.withandwithoutwires.com**.

# Technical information

**How many telephones can you have?**

- All items of telephone equipment have a Ringer Equivalence Number (REN), which is used to calculate the number of items which may be connected to any one telephone line. Your BT Converse 1200 has a REN of 1. A total REN of 4 is allowed. If the total REN of 4 is exceeded, the telephone may not ring.
- With different telephone types there is not guarantee of ringing, even when the REN is less than 4.

# Switchboard compatibility

This product is intended for use within the UK for connection to public telephone network and compatible switchboards, which support tone dialling and timed break recall. If in doubt please consult your service provider.

# R & TTE Directive

Hereby, TMX, declares that this BT Converse 1200 is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

A copy of the Declaration of Conformance for the BT Converse 1200 is available from TMX, Alpha Business Park, 28 White House Road, Ipswich, IP1 5LT.

# Wall mounting your phone

- **WARNING**
  Before you wall-mount your BT Converse 1200, check that you are not drilling into any hidden wiring or pipes.

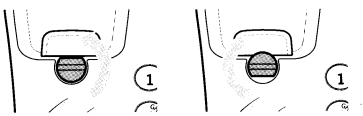
1. Unclip the stand from the base of the phone and remove it.

   Re-route the telephone line cord towards the bottom of the phone.

2. Drill two holes in the wall 75–80mm vertically apart using an 8mm drill bit.

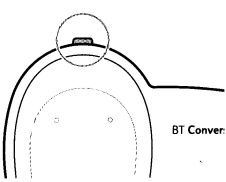
3. Insert the wall plugs if necessary, then insert the screws leaving about 5mm protruding from the wall on which to hang the phone.

4. Rotate the handset hook 180° so that it sticks upwards. This holds the handset in place when wall-mounted.




7. Slot the holes on the back of the base over the screw heads and gently pull the phone down to fix it securely in place.

- **Using the handset park when the phone is wall-mounted**
  If you need to leave the phone whilst on a call, hang the handset on the handset park at the top left-hand side of the base.



Visit us at www.bt.com

## Offices worldwide

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